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Central Intelligence Agency



Washington, D.C. 20505

Executive Registry

86-2867/4

26 June 1986

MEMORANDUM FOR:

Deputy Director of Finance/DDA

STAT

FROM : Director of Central Intelligence

SUBJECT : The Pursuit of Excellence

1. Recently I asked each of the Directorates to give me an update on examples of individual and team accomplishments similar to those I shared with you over the past year.

2. One of the examples was the initiative you demonstrated in developing a career development and training profile for auditors. This would be a major task under normal circumstances but, given the large number of new people on the staff, the challenge of constructing a workable plan was formidable. I want you to know that I am aware of your accomplishments as Deputy Chief, Audit Staff, which will contribute significantly to good auditing. Consequently, I want to thank you personally for your dedication, hard work and the special pride you take in attaining new levels of excellence.

A handwritten signature in dark ink, appearing to read "W. J. Casey".
William J. Casey

ADMINISTRATIVE--INTERNAL USE ONLY

17-1016-1R

Administrative - Internal Use Only**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

The Pursuit of Excellence

FROM:

Director of Central Intelligence
Room 7D60 HQ

EXTENSION

NO.

DATE

26 JUN 1996

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. Inspector General
6E18 HQ

2.

3. Deputy Inspector General
for Audit
1201 Key Bldg.

4.

5. Director of Finance
616 Key Bldg.

6.

7.
Deputy Director of
Finance

8. 616 Key Bldg.

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15.

Administrative - Internal Use Only

Central Intelligence Agency



Washington, D.C. 20505

26 June 1986

MEMORANDUM FOR: David Doherty
General Counsel

FROM : Director of Central Intelligence

SUBJECT : The Pursuit of Excellence

1. Recently I asked each of the Directorates to give me an update on examples of individual and team accomplishments similar to those I shared with you over the past year.

2. One of the examples was the initiative your office demonstrated in developing the Legal Secretarial Certification Program that included a pay scale aimed at (1) recognizing the legal secretary and (2) compensating her for her unique skills. I want you to know that I am aware of your accomplishments and, consequently, want to thank you and your staff for your hard work in attaining new levels of excellence.

A handwritten signature in cursive script, reading "W. J. Casey".
William J. Casey

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~~Administrative - Internal Use Only~~**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

The Pursuit of Excellence

FROM:

Director of Central Intelligence
Room 7D60 HQ

EXTENSION

NO

DATE

26 JUN 1990

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1. General Counsel

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Central Intelligence Agency



Washington D.C. 20505

26 June 1986

MEMORANDUM FOR:

Office of Inspector General/Audit Staff

STAT

FROM : Director of Central Intelligence

SUBJECT : The Pursuit of Excellence

1. Recently I asked each of the Directorates to give me an update on examples of individual and team accomplishments similar to those I shared with you over the past year.

2. One of the examples was the ingenuity and initiative you demonstrated when you converted certain permanent audit schedules from a manual to an automated mode which will result in significant time savings. I also understand that you have helped the GEHA staff in improving on their accounting procedures. Consequently, I want to thank you personally for your dedication, hard work and the special pride you take in attaining new levels of excellence.

A handwritten signature in dark ink, appearing to read "W. Casey".
William J. Casey

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~~Administrative - Internal Use Only~~**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

The Pursuit of Excellence

FROM:

Director of Central Intelligence
Room 7D60 HQ

EXTENSION

NO.

DATE

20 JUN 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Inspector General
6E18 HQ

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3. Deputy Inspector General
for Audit
4. 1201 Key Bldg.5.
1201 Key Bldg.

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Central Intelligence Agency



Washington, D. C. 20505

26 June 1986

STAT

MEMORANDUM FOR:
Chief of Registry/Office of Comptroller

FROM : Director of Central Intelligence

SUBJECT : The Pursuit of Excellence

1. Recently I asked each of the Directorates to give me an update on examples of individual and team accomplishments similar to those I shared with you over the past year.

2. One of the examples was your superior performance and ability to retain organized records in a very hectic working environment. The confidence in your ability to retrieve needed materials is so great that many members of the office have substantially reduced personal document holdings. Consequently, I want to thank you personally for your dedication, hard work, and the special pride you have in attaining new levels of excellence.

William J. Casey

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~~Administrative - Internal Use Only~~**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

The Pursuit of Excellence

FROM:Director of Central Intelligence
Room 7D6D HQ**EXTENSION****NO.****DATE**

28 JUL 1988

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Comptroller
7C36 HQ

2.

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O/COMPT
7C36 HQ

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Central Intelligence Agency



Washington, D. C. 20505

22 JUN 1986

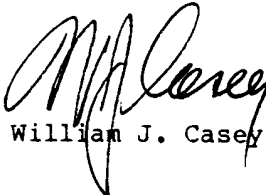
MEMORANDUM FOR: Chief, Information and Privacy Division
Office of Information Services

FROM: Director of Central Intelligence

SUBJECT: The Pursuit of Excellence

1. Recently I asked each of the Directorates to give me an update on examples of individual and team accomplishments similar to those I shared with you over the past year.

2. One of the examples was the superior performance of the Information and Privacy Division for the remarkable success in reducing the large backlog of Freedom of Information Act and Privacy Act requests. I wanted you to know that I am aware of your accomplishments which were the result of dedication and commitment by each member of your Division. Consequently, I want to thank you personally for your hard work and the special pride you take in attaining new levels of excellence.


William J. Casey

ORIG: DDA/MS,

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Washington, D. C. 20505

22 JUN 1986

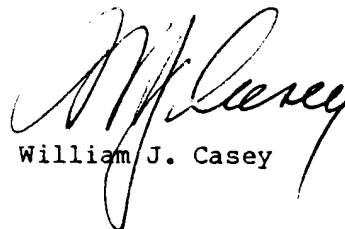
MEMORANDUM FOR: Chief, Regulatory Policy Division
Office of Information Services

FROM: Director of Central Intelligence

SUBJECT: The Pursuit of Excellence

1. Recently I asked each of the Directorates to give me an update on examples of individual and team accomplishments similar to those I shared with you over the past year.

2. One of the examples was the superior performance of the Regulatory Policy Division in managing the Agency's regulatory system while coping with unusual difficulties and heavy pressures. I wanted you to know that I am aware of your accomplishments which often required extraordinary efforts and initiatives. Consequently, I want to thank you personally for your dedication, hard work, and the special pride you take in attaining new levels of excellence.


William J. Casey

ORIG: DDA/MS

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Central Intelligence Agency



Washington, D.C. 20505

22 JUN 1986

MEMORANDUM FOR:
Office of Logistics

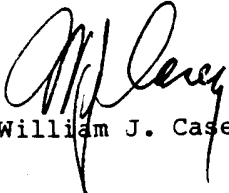
FROM: Director of Central Intelligence

SUBJECT: The Pursuit of Excellence

STAT

1. Recently I asked each of the Directorates to give me an update on examples of individual and team accomplishments similar to those I shared with you over the past year.

2. One of the examples was your superior performance in the New Building Project Office in meeting the challenge of architecturally altering the layout of space in the New Headquarters Building. I wanted you to know that I am aware of your accomplishments in completing this monumental task and overseeing the revision of some 350 construction-level drawings. Consequently, I want to thank you personally for your dedication, hard work, and the special pride you take in attaining new levels of excellence.


William J. Casey

ORIG: DDA/MS,

STAT

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